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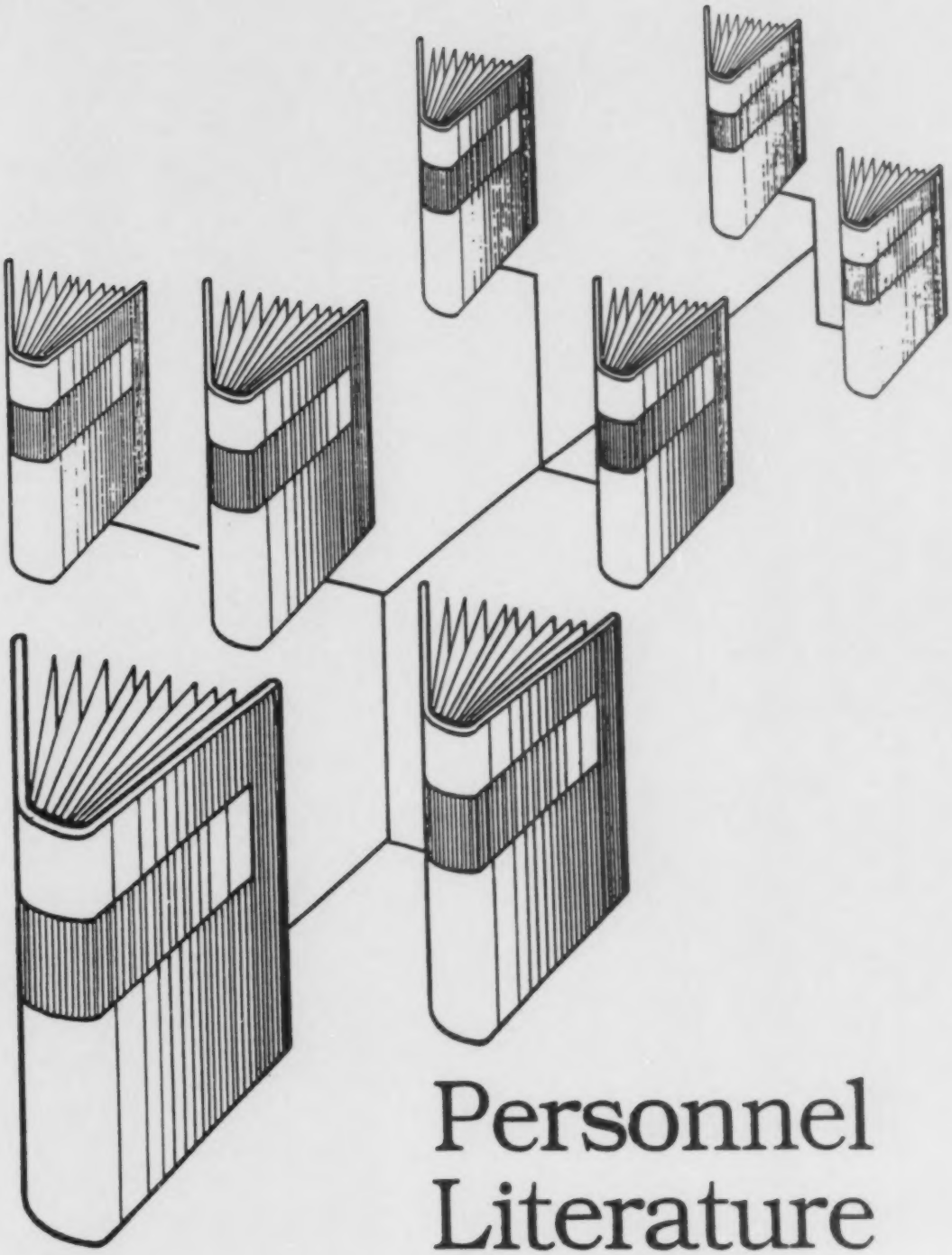

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ASSESSMENT CENTERS

9-1

Lowry, Phillip E.

The assessment center: effects of varying consensus procedures. Public personnel management, 21:171-183, Summer 1992.

Descriptors: *Assessment centers--Research / *Management development--Methods / *Executives--Selection--Research.

ATTITUDE SURVEYS

9-2

Fertig, Todd.

The public's view of government: extreme alienation. Government executive, 24:16-17, September 1992.

Descriptors: *Employee attitudes / *Bureaucracy--Public opinion.

CAREER PLANNING

9-3

1993 career guide. U.S. news & world report, 113:72-76+, October 26, 1992.

Contents: 1993 career guide, by Mary Lord; No new skills? No raise, by Leonard Wiener; A new interest in cracking the ceiling, by Steven D. Kaye; An argument for starting small, by Lisa J. Moore; Writing a computer-friendly resume, by Margaret Mannix; Salary Survey, by David Bowermaster.

Descriptors: *Resumes/ *Career opportunities / *Equal opportunity in employment / *College graduates--Career planning / *Pay surveys.

CAREER STAFFING

9-4

Ettorre, Barbara.

The MBA world revisited: what corporations are doing now. Management review, 81:15-20, September 1992.

Descriptors: *Master of business administration degree / *Master of business administration degree recipients--Employment / *Work experience.

9-5

Morrison, Ann M.

Developing diversity in organizations. Business quarterly (Canada), 57:42-45+, Summer 1992.

Descriptors: *Selection / *Equal opportunity in employment / *Women--Employment / *Minority groups--Employment.

9-6

Sacco, Samuel R.

Is temporary help an economic barometer? Office, 116:30+, August 1992.

Descriptors: *Temporary employment.

9-7

Temporary help: the need is still there. Office, 116:30+, October 1992.

Descriptors: *Temporary employment--Surveys / *Temporary employees--Utilization.

CHANGE, ORGANIZATIONAL

9-8

Blake, Lanny.

Reduce employees' resistance to change. Personnel journal, 71:72-73+, September 1992.

Descriptors: *Change, Organizational / *Employee resistance to change.

CIVIL SERVICE, FEDERAL

9-9

Pitts, Carol.

FEIAA Development Day: demographic impacts on strategic planning. Public manager, 21:49-51, Summer 1991-92.

FEIAA = Federal Executive Institute Alumni Association.

Descriptors: *Executive succession / *Strategic planning / *Demographics / Federal government.

COLLEGE GRADUATES

9-10

Shelley, Kristina J.

The future of jobs for college graduates. Monthly labor review, 115:13-21, July 1992.

Descriptors: *College graduates--Employment / *Employment forecasts / *College graduates--Statistics.

COMMUNICATION

9-11

Ferrara, Cosmo F.

Lessons from the stump. Government executive, 24:24-25, September 1992.

Descriptors: *Communication techniques / *Speeches, addresses, etc.

9-12

Freidig, Randi Marie.

Etiquette to go. Secretary, 52:21-22, August-September 1992.

Descriptors: *Business etiquette / *Human relations / *Telephone etiquette.

9-13

Grove, Andrew S.

When rumors disrupt your staff. Working woman, p. 36, October 1992.

Descriptors: *Grapevine--Control / *Communication in personnel management / *Informal organization.

9-14

Jones, Jay.

Make "thank you" say more. Secretary, 52:23-24, August-September 1992.

Descriptors: *Communication techniques / *Praise / *Reinforcement (Psychology).

COMMUNICATION (Cont'd)

9-15
Repp, Bill.
Want faster, easier business writing? Talk on paper! Supervisory management, 37:7, September 1992.
Descriptors: *Business report writing / *Writing improvement / *Communication in management.

9-16
Sonnenberg, Frank.
Internal communication: turning talk into action. Supervisory management, 37:8-9, September 1992.
Descriptors: *Communication in management / *Communication in personnel management / *Communication media / *Communication methods.

COMPENSATION

9-17
Cooper, Christine L., Bruno Dyck and Norman Frohlich.
Improving the effectiveness of gainsharing: the role of fairness and participation. Administrative science quarterly, 37:471-490, September 1992.
Descriptors: *Profit-sharing / *Productivity improvement.

9-18
Hoffman, Susan Katz.
Discrimination litigation relating to employee benefits. Labor law journal, 43:362-381, June 1992.
Descriptors: *Fringe benefits--Cases / *Discrimination--Cases.

9-19
Miller, William H.
The costs of workers' comp. Industry week, 241:22-23+, August 17, 1992.
Descriptors: *Employees' compensation--Costs.

9-20
Pasquill, Frank T.
Rewarding customer satisfaction pays off. Business quarterly (Canada), 57:61-65, Summer 1992.
Descriptors: *Bonus system / *Customer service.

CONSULTANTS

9-21
Grassell, Milt.
Getting help from consultants. Supervision, 53:3-8, September 1992.
Descriptors: *Consultants--Selection / *Consultants--Evaluation.

COUNSELING

9-22

Fagenson, Ellen A.

Mentoring--who needs it? A comparison of proteges and nonproteges needs for power, achievement, affiliation, and autonomy. Journal of vocational behavior, 41:48-60, August 1992.

Descriptors: *Mentors--Research / *Counseling--Research / *Coaching--Research.

9-23

Scheele, Adele.

Second-state mentoring. Working woman, p. 32+, October 1992.

Descriptors: *Mentors--Selection / *Success in employment / *Middle managers / *Mentors--Case studies.

DELEGATION

9-24

Horton, Thomas R.

Delegation and team building: no solo acts please. Management review, 81:58-61, September 1992.

Descriptors: *Delegation / *Team development / *Leadership style.

DISCIPLINE

9-25

Trevino, Linda Klebe.

The social effects of punishment in organizations: a justice perspective. Academy of Management review, 17:647-676, October 1992.

Descriptors: *Discipline / *Justice.

ELECTRONIC DATA PROCESSING

9-26

Corbin, Lisa.

Winning the paper chase. Government executive, 24:31-37, September 1992.

Descriptors: *Electronic data processing--Case studies / *Technological innovation / Federal government.

EMPLOYEE CONDUCT

9-27

Bass, Stuart L.

The "reasonable woman" standard: the Ninth Circuit decrees sexes perceive differently. Labor law journal, 43:449-455, July 1992.

Descriptors: *Sexual harassment---Cases.

9-28

Hames, David S.

An actionable condition of work-related sexual harassment. Labor law journal, 43:430-439, July 1992.

Descriptors: *Sexual harassment--Cases.

EMPLOYEE CONDUCT (Cont'd)

9-29

Sullivan, George M.

Employer liability for sexual harassment extends to schools and universities. Labor law journal, 43:456-461, July 1992.

Descriptors: *Sexual harassment--Cases.

EMPLOYEE HEALTH AND MEDICAL CARE

9-30

Caudron, Shari.

Are health incentives disincentives? Personnel journal, 71:34-38+, August 1992.

Descriptors: *Health, Employee / *Insurance, Health / *Preventive health services.

9-31

Cornell, Paul T.

Improving the workplace. Secretary, 52:14-16, August-September 1992.

Descriptors: *Working conditions / *Environmental health / *Health, Employee / *Job design / *Rest period.

9-32

Matsui, Tamao and Mary-Lou Onglatco.

Career self-efficacy as a moderator of the relation between occupational stress and strain. Journal of vocational behavior, 41:79-88, August 1992.

Descriptors: *Stress, Psychological--Research / *Role conflict--Research.

9-33

Matthes, Karen.

Rx for healthier offices. Management review, 81:45-49, September 1992.

Descriptors: *Health, Employee / *Working conditions / *Environmental health.

EQUAL OPPORTUNITY IN EMPLOYMENT

9-34

Apruzzese, Vincent J.

Selected recent developments in EEO law: the Civil Rights Act of 1991, sexual harassment, and the emerging role of ADR. Labor law journal, 43:325-337, June 1992.

ADR = Alternative Dispute Resolution.

Descriptors: *Discrimination--Cases / *Discrimination--Law and legislation / *Equal opportunity in employment--Law and legislation.

9-35

Cox, Taylor, Jr. and Stella M. Nkomo.

Candidate age as a factor in promotability ratings. Public personnel management, 21:197-210, Summer 1992.

Descriptors: *Age discrimination--Research / *Promotion--Research.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

9-36

Kammeyer, W. Randall.

Disparate impact cases under the Civil Rights Act of 1991. Labor law journal, 43:639-650, October 1992.

Descriptors: *Equal opportunity in employment--Cases / *Discrimination--Cases / *Test validity--Cases.

9-37

Perry, Nancy J.

If you can't join 'em, beat 'em. Fortune, 126:58-59, September 21, 1992.

Descriptors: *Women--Discrimination / *Success in employment.

9-38

Robinson, Robert K., Billie Morgan Allen and Yohannan T. Abraham.

Affirmative action plans in the 1990s: a double-edged sword? Public personnel management, 21:261-272, Summer 1922.

Descriptors: *Affirmative action plans--Research.

9-39

Walker, Timothy P.

Discrimination and the law--part 2. Supervisory management, 37:10, September 1992.

Descriptors: *Affirmative action plans / *Discrimination--Law and legislation / *Equal opportunity in employment.

ETHICS

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Thompson, Dennis F.

Three paradoxes of government ethics. Public manager, 21:57-60, Summer 1991-92.

Descriptors: *Professional ethics / *Civil service ethics.

EXECUTIVES

9-41

Ballen, Kate.

Stopping short of the top. Working woman, p. 78-80+, October 1992.

Descriptors: *Chain of command / *Success in employment / *Executives--Responsibilities / *Job satisfaction.

9-42

The best B-schools. Business week, p. 60-64+, October 26, 1992.

Contents: The best B-schools, by John A. Byrne; A report card on the Top 20; Rating B-schools: how we crunched the numbers; Do you get your money's worth? by John A. Byrne; Second-tier, but not second-rate, by Lori Bongiorno.

Descriptors: *Executives--Education / *Business education / *Master of business administration degree / Surveys.

EXECUTIVES (Cont'd)

9-43
Breger, Marshall J.
The Department of Labor's glass ceiling initiative: a new approach to an old problem. Labor law journal, 43:421-429, July 1992.
Descriptors: *Women executives--Employment--Cases / *Women executives--Discrimination / *Women--Discrimination--Cases.

9-44
Fisher, Anne B.
When will women get to the top? Fortune, 126:44-48+, September 21, 1992.
Descriptors: *Women executives / *Equal opportunity in employment / *Promotion.

9-45
A question of equity: women and the glass ceiling in the Federal government. A report to the President and the Congress of the United States by the U.S. Merit Systems Protection Board. Washington, D.C., 1992.
Descriptors: *Women--Employment--Statistics / *Women executives--Statistics / *Executives--Statistics / Federal government.

9-46
Werth, Jacquelyn B.
Shining a light through the glass ceiling. Public manager, 21:41-44, Summer 1991-92.
Descriptors: *Women executives--Statistics / *Women--Employment--Statistics / Federal government.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

9-47
Barnard, Janet.
Successful CEOs talk about decision making. Business horizons, 35:70-74, September-October 1992.
Descriptors: *Decision-making / *Executives--Attitudes.

9-48
Boeker, Warren.
Power and managerial dismissal: scapegoating at the top. Administrative science quarterly, 37:400-421, September 1992.
Descriptors: *Executives--Characteristics / *Power (Social sciences) / *Removal.

9-49
Gitlow, Abraham L.
The chief executive and the corporate culture. National productivity review, 11:479-490, Autumn 1992.
Descriptors: *Executives--Characteristics / *Organizations--Climate.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

9-50
Pfeffer, Jeffrey.
Understanding power in organizations. California management review, 34:29-50, Winter 1992.
Descriptors: *Executives--Abilities / *Power (Social sciences) / *Decision-making.

9-51
Sachs, Rachel, Joan C. Chrisler and Ann Sloan Devlin.
Biographic and personal characteristics of women in management. Journal of vocational behavior, 41:89-100, August 1992.
Descriptors: *Women executives--Biography / *Women executives--Characteristics.

EXECUTIVES--COMPENSATION

9-52
Lampert, Joan and David Bjork.
Annual survey: executive compensation under fire. Hospitals, 66:24-28+, September 5, 1992.
Data from the 1992 Hay Hospital Management/Professional Compensation Survey.
Descriptors: *Executive compensation / *Salary surveys / *Health personnel--Pay.

HANDICAPPED

9-53
Navran, Frank J.
Hiring trainers with disabilities. Training, 29:24-26+, July 1992.
Descriptors: *Handicapped--Employment / *Training officers--Employment.

9-54
Tucker, Sue.
Mainstreaming employees who have disabilities. Personnel journal, 71:42-45+, August 1992.
Descriptors: *Handicapped--Employment--Case studies / *Physically handicapped--Case studies.

INSURANCE, HEALTH

9-55
Drummer, Kenneth W.
The health care game: are we winning or losing? Pension world, 28:10-13, September 1992.
Descriptors: *Medical care--Costs.

INVESTIGATIONS

9-56
Steinbrook, Robert.
The polygraph test--a flawed diagnostic method. New England journal of medicine, 327:122-123, July 9, 1992.
Descriptors: *Polygraphy--Evaluation / *Lie detectors and detection--Evaluation.

JOB SATISFACTION

9-57

Gutek, Barbara A. and Susan J. Winter.
Consistency of job satisfaction across situations: fact or framing artifact? Journal of vocational behavior, 41:61-78, August 1992.
Descriptors: *Job satisfaction research.

LABOR FORCE

9-58

Salsbury, Greg.
Turn around and they're twenty: values of the new workforce. Manage, 44:12-13+, September 1992.
Descriptors: *Work values / *Labor force.

9-59

When Johnny comes marching home again. Industry week, 241:14-16+, August 17, 1992.
Descriptors: *Military personnel / *Veterans--Employment / *Veterans--Training.

LABOR-MANAGEMENT RELATIONS

9-60

Brierton, Thomas D.
Employers' new age training programs fail to alter the consciousness of the EEOC. Labor law journal, 43:411-420, July 1992.
Descriptors: *Training methods--Cases.

9-61

Gerard-di Carlo, David F., Caren E. I. Naidoff and Michael J. Hanlon.
Legal traps in employee committees. Labor law journal, 43:671-678, October 1992.
Descriptors: *Labor-management relations / *Committees.

9-62

Kauffman, Nancy.
Expedited arbitration and other innovations in alternative dispute resolution. Labor law journal, 43:382-387, June 1992.
Descriptors: *Bargaining impasse resolution--Cases / *Arbitration--Cases.

LEADERSHIP

9-63

Kinni, Theodore B.
Reading for the revolution. Industry week, 241:22+, September 7, 1992.
Descriptors: *Leadership / *Leadership--Bibliography.

9-64

Kolb, Judith A.
Leadership of creative teams. Journal of creative behavior, 26:1-9, 1st Quarter 1992.
Descriptors: *Leadership / *Teamwork / *Research workers.

LEADERSHIP (Cont'd)

9-65
Williams, Bill.
Ten Commandments for group leaders. Supervisory management, 37:1-2, September 1992.
Descriptors: *Leadership style / *Group dynamics / *Team development / *Management methods.

MANAGEMENT

9-66
Brackett, Ginger Roberts.
Classroom management: application to human resources. Supervision, 53:9-11, September 1992.
Descriptors: *Motivation--Methods / *Management methods.

9-67
Buhler, Patricia.
The key to more effective meetings. Supervision, 53:12-13+, September 1992.
Descriptors: *Meetings--Administration / *Meetings--Planning.

9-68
Chung, Chen-Hua, Chang-Yang Lin and In-Jazz Chen.
The design of a hypermedia-based creativity facilitation program. Journal of creative behavior, 26:10-20, 1st Quarter 1992.
Descriptors: *Creative thinking / *Electronic data processing.

9-69
Jardine, Andrew J.
Frankenstein and other monsters we love to hate. Supervision, 53:8-10, October 1992.
Descriptors: *Problem employees / *Organizational behavior / *Management methods / *Personality.

9-70
Katz, Marsha.
Criminal liability for health and safety: executives at risk. Labor law journal, 43:679-683, October 1992.
Descriptors: *Liability (Law)--Cases / *Management accountability--Cases.

9-71
Nelton, Sharon.
Winning with diversity. Nation's business, 80:18-20+, September 1992.
Descriptors: *Cross cultural communication / *Teamwork.

9-72
Odiorne, George S.
MBO means having a goal and a plan, not just a goal. Manage, 44:8-11, September 1992.
Descriptors: *Management by objectives.

MANAGEMENT (Cont'd)

9-73

Robinson, Virginia B.

Improving communication between program and financial managers. Public manager, 21:37-39, Summer 1991-92.

Descriptors: *Financial management / *Communication in management / *Management methods.

9-74

Sullivan, Jeremiah J.

Japanese management philosophies: from the vacuous to the brilliant. California management review, 34:66-87, Winter 1992.

Descriptors: *Management theory / *Japan.

9-75

Williams, Gerald.

Emboldening the shy employee. Supervisory management, 37:5, September 1992.

Descriptors: *Human behavior / *Reinforcement (Psychology) / *Personality / *Power (Social sciences) / *Management methods.

9-76

Yahagi, Seiichiro.

After product quality in Japan: management quality. National productivity review, 11:501-515, Autumn 1992.

Descriptors: *Management / *Japan.

MOTIVATION

9-77

Rosenberg, DeAnne.

Where does the passion go? Industry week, 241:11-12, August 17, 1992.

Descriptors: *Creative thinking / *Motivation / *Technicians.

OCCUPATIONS AND OCCUPATIONAL CHOICE

9-78

Edwards, Laura Barnsley.

Float to the top: how one secretary took a chance and doubled her salary. Secretary, 52:25-26, August-September 1992.

Descriptors: *Success in employment--Case studies / *Legal secretaries / *Temporary employment.

9-79

Zipkowitz, Fay.

Jobs tight, salaries holding. Library journal, 117:31-33+, October 15, 1992.

Descriptors: *Librarians--Employment--Statistics / *Pay surveys.

OLDER WORKER

9-80

Buonocore, Anthony J.

Older & wiser: mature employees and career guidance. Management review, 81:54-57, September 1992.

Descriptors: *Older worker--Utilization / *Older worker--Counseling / *Older worker--Career opportunities / *Employee development.

ORGANIZATIONAL BEHAVIOR

9-81

Popper, Micha and Raanan Lipshitz.

"Ask not what your country can do for you": the normative basis of organizational commitment. Journal of vocational behavior, 41:1-12, August 1992.

Descriptors: *Organizational commitment--Research.

9-82

Solomon, Charlene Marmer.

The loyalty factor. Personnel journal, 71:52-54+, September 1992.

Descriptors: *Organizational commitment / *Fringe benefits / *Employee attitudes.

9-83

Towers, Mark.

Empower thyself. Secretary, 52:10-12, August-September 1992.

Descriptors: *Power (Social sciences) / *Personal development / *Success in employment.

9-84

Werner, Manuel.

The great paradox: responsibility without empowerment. Business horizons, 35:55-58, September-October 1992.

Descriptors: *Control (Psychology) / *Organizational behavior / *Responsibility.

ORGANIZATIONS

9-85

Burdett, John O.

A template for organization design. Business quarterly (Canada), 57:35-41, Summer 1992.

Descriptors: *Organizational structure / *Organizational effectiveness.

9-86

Sundaram, Anant K. and J. Stewart Black.

The environment and internal organization of multinational enterprises. Academy of Management journal, 17:729-757, October 1992.

Descriptors: *Corporations--Research.

OVERSEAS PERSONNEL

9-87

Geber, Beverly.

The care and breeding of global managers. Training, 29:32-37, July 1992.

Descriptors: *Overseas executives--Training.

PERFORMANCE EVALUATION

9-88

Brady, Teresa.

Handling the disappointing performance appraisal. Supervisory management, 37:3, September 1992.

Descriptors: *Performance evaluation / *Supervisors--Evaluation / *Human relations.

9-89

Kirby, Peter.

An aberration: supervisors who like performance appraisal? Supervision, 53:14-17, October 1992.

Descriptors: *Performance evaluation--Administration.

9-90

Maroney, Bernard Patrick and M. Ronald Buckley.

Does research in performance appraisal influence the practices of performance appraisal? Regretfully not! Public personnel management, 21:185-196, Summer 1992.

Descriptors: *Performance evaluation--Research.

PERSONNEL ADMINISTRATION

9-91

Sanders, Ann L.

Personnel trends as seen through an analysis of the 1992 Public Personnel Inventory. Public personnel management, 21:161-170, Summer 1992.

Descriptors: *Personnel administration--Research / *Public administration--Research / *Personnel policies--Research.

PERSONNEL POLICIES

9-92

Atwood, Jay F.

Applicant drug testing: an intriguing odyssey. Public personnel management, 21:119-132, Summer 1992.

Descriptors: *Drug abusers--Personnel policies / *Medical and physical examinations.

9-93

Easterling, Cynthia R., Judith E. Leslie and Michael A. Jones.

Perceived importance and usage of dress codes among organizations that market professional services. Public personnel management, 21:211-219, Summer 1992.

Descriptors: *Personnel policies / *Work clothes / *Employee rules.

PRIVATIZATION

9-94

Clemow, Brian.

Privatization and the public good. Labor law journal, 43:344-349, June 1992.

Descriptors: *Privatization--Research.

PRODUCTIVITY

9-95

Benson, Tracy E.

IQSsm: when less is more. Industry week, 241:68+, September 7, 1992.

IQSsm = International Quality Study.

Descriptors: *Quality control.

9-96

Beyond quality. Business quarterly (Canada), 57:90-93+, Summer 1992.

Special supplement.

Partial contents: Beyond quality, by Henry Pankratz; Quality management: lessons from Japan, by Charles J. McMillan; The productivity side of quality, by John E. Cleghorn; Putting customer satisfaction to work, by Bill Etherington.

Descriptors: *Quality control / *Productivity improvement / *Customer service.

9-97

Fargher, John S. W., Jr.

Managing process improvement at the Cherry Point Naval Aviation Depot. National productivity review, 11:533-547, Autumn 1992.

Descriptors: *Productivity improvement--Case studies / *Management improvement--Case studies / *Quality control--Case studies / Federal government.

9-98

Getty, Robert L.

Clearing the fog of continuous improvement. Manage, 44:30-31+, September 1992.

Descriptors: *Productivity improvement.

9-99

Gilbert, James D.

TQM flops--a chance to learn from the mistakes of others. National productivity review, 11:491-499, Autumn 1992.

Descriptors: *Quality control--Case studies.

9-100

Walker, Terry.

Creating total quality improvement that lasts. National productivity review, 11:473-478, Autumn 1992.

Descriptors: *Quality control.

PRODUCTIVITY (Cont'd)

9-101
Yaffe, Jerry.
Workforce literacy in the local public sector. Public personnel management, 21:227-260, Summer 1992.
Descriptors: *Productivity improvement / *Literacy--Research.

9-102
Yandle, Bob.
Does anyone still care? Supervision, 53:14-16, September 1992.
Descriptors: *Work values / *Employee attitudes / *Organizational commitment.

9-103
Your employees are your customers! Supervisory management, 37:4-5, September 1992.
Descriptors: *Productivity improvement / *Labor-management relations / *Employee attitude surveys / *Customer service.

PROFESSIONAL EMPLOYEES

9-104
Lapp, Herbert J.
Is it time to go back and reevaluate engineer and scientist training and development for the 90's and beyond? Performance & instruction, 31:8-15, August 1992.
Descriptors: *Engineers--Training / *Scientists--Training / *Professional employees--Training.

PUBLIC ADMINISTRATION

9-105
Armstrong, James L.
Innovation in public management: toward partnerships. Optimum (Canada), 23:17-16, Summer 1992.
Descriptors: *Public administration / *Innovation / *Canada.

9-106
Broterick, Otto.
Public organizations that perform well. Public manager, 21:53-56, Summer 1991-92.
Descriptors: *Public administration--Comparative studies / *Canada.

9-107
Master, Warren.
Interagency cooperation yields quality results. Public manager, 21:45-48, Summer 1991-92.
Descriptors: *Management methods / *Public administration / Federal government.

9-108
Mitchell, James R.
Accountability. Optimum (Canada), 23:12-16, Summer 1992.
Descriptors: *Public administration / *Management accountability / *Canada.

9-109
Morley, David.
The human side of organizations. Optimum (Canada), 23:37-41, Summer 1992.
Descriptors: *Public administration / *Canada.

9-110
Olson, Robert L.
Will we ever love Federal bureaucrats? Public manager, 21:7-9, Summer 1991-92.
Descriptors: *Bureaucracy--Public opinion / *Federal employees--Attitudes toward / *Government service as a career.

9-111
Savoie, Donald J.
Public service reforms: looking to history and to other countries. Optimum (Canada), 23:6-11, Summer 1992.
Descriptors: *Public administration / *Canada--Civil service / *Civil service reform.

9-112
Schwartz, Bernard.
Administrative law cases during 1991. Administrative law review, 44:629-652, Summer 1992.
Descriptors: *Administrative law--Cases.

9-113
Shoop, Tom.
The budget-cutters' first resort. Government executive, 24:10-12+, September 1992.
Descriptors: *Public administration / *Cost reduction--Methods / Federal government.

9-114
Werhan, Keith.
The neoclassical revival in administrative law. Administrative law review, 44:567-627, Summer 1992.
Descriptors: *Administrative law.

9-115
Williams, F. D.
The third millenium. Public manager, 21:3-6, Summer 1992.
Descriptors: *Bureaucracy / *Government service as a career.

PUBLIC ADMINISTRATION (Cont'd)

9-116

Wright, David.

Structural innovation in government organizations. Optimum (Canada), 23:27-36, Summer 1992.

Descriptors: *Public administration / *Innovation / *Organizational structure / *Canada.

REDUCTION IN FORCE

9-117

Brockner, Joel.

Managing the effects of layoffs on survivors. California management review, 34:9-28, Winter 1992.

Descriptors: *Reduction in force / *Job security.

9-118

Lee, Chris.

After the cuts. Training, 29:17-23, July 1992.

Descriptors: *Reduction in force / *Cost reduction.

9-119

Solomon, Charlene Marmer.

Loans help laid-off employees find new careers. Personnel journal, 71:77-78+, September 1992.

Descriptors: *Reduction in force / *Outplacement--Methods / Tennessee Valley Authority.

9-120

Stuart, Peggy.

New internal jobs found for displaced employees. Personnel journal, 71:50-51+, August 1992.

Descriptors: *Outplacement--Case studies.

RELOCATION

9-121

Tompkins, Neville C.

GTE managers on the move. Personnel journal, 71:86-88+, August 1992.

Descriptors: *Relocation--Case studies / *Geographic mobility--Case studies / *Executives--Mobility.

SCIENTISTS AND ENGINEERS

9-122

Alpert, Mark.

The care & feeding of engineers. Fortune, 126:86-87+, September 21, 1992.

Descriptors: *Engineers--Abilities / *Engineers--Characteristics / *Engineers--Motivation.

SUPERVISION

9-123

Carlyle, Jamie J.

A look at the quality of first-line supervisors. Public manager, 21:29-32, Summer 1991-92.

Descriptors: *Supervision / *Supervisors--Responsibilities / Federal government.

9-124

Harrison, Edward L.

The impact of employee involvement on supervisors. National productivity review, 11:447-452, Autumn 1992.

Descriptors: *Supervisors--Responsibilities / *Participative management.

9-125

Tomal, Daniel R.

Using the right personality style. Supervision, 53:12-13, October 1992.

Descriptors: *Personality / *Human relations / *Conflict resolution / *Leadership style / *Communication in personnel management.

TESTS

9-126

Aamodt, Michael G. and Teige McShane.

A meta-analytic investigation of the effect of various test item characteristics on test scores and test completion times. Public personnel management, 21:151-160, Summer 1992.

Descriptors: *Test items--Research / *Test scores--Research.

9-127

Ability testing. Psychological science, 3:266-270+, September 1992.

Special section.

Partial contents: Cognitive abilities: the state of the art, by John B. Carroll; Commentary: what both critics and users of ability tests need to know, by Lloyd G. Humphreys; Postscript on ability tests, testing, and public policy, by William K. Estes.

Descriptors: *Tests, Ability / *Tests, Mental.

9-128

Rudner, Lawrence M.

Pre-employment testing and employee productivity. Public personnel management, 21:133-150, Summer 1992.

Descriptors: *Tests--Research / *Test bias--Research.

THOUGHT AND THINKING

9-129

Dangot-Simpkin, Gilda.

Are you stifling initiative? Supervisory management, 37:11, September 1992.

Descriptors: *Innovation / *Creative thinking / *Suggestion systems / *Supervisors--Responsibilities.

THOUGHT AND THINKING (Cont'd)

9-130
Foster, Maelee Thomson.
Experiencing a "creative high." Journal of creative behavior, 26:29-39, 1st Quarter 1992.
Descriptors: *Creative thinking / *Aging.

9-131
Goff, Kathy.
Enhancing creativity in older adults. Journal of creative behavior, 26:40-49, 1st Quarter 1992.
Descriptors: *Creative thinking / *Aging.

9-132
Higgins, Lexis F., Sara Honn Quals and J. Daniel Couger.
The role of emotions in employee creativity. Journal of creative behavior, 26:119-129, 2nd Quarter 1992.
Descriptors: *Creative thinking.

9-133
Hyatt, Kenton S.
Creativity through intrapersonal communication dialog. Journal of creative behavior, 26:65-71, 1st Quarter 1992.
Descriptors: *Creative thinking / *Communication.

9-134
Sapp, D. David.
The point of creative frustration and the creative process: a new look at an old model. Journal of creative behavior, 26:21-28, 1st Quarter 1992.
Descriptors: *Creative thinking.

TRAINING

9-135
Fawkes, Don.
Performance technology goes to college (or, "How to Apply Performance Technology to a College Course in Critical Thinking"). Performance & instruction, 31:27-32, August 1992.
Descriptors: *Training methods / *Thought and thinking / *Creative thinking.

9-136
Filipczak, Bob.
Toxic training. Training, 29:53-56, July 1992.
Descriptors: *Training officers--Responsibilities / *Environmental policy--Rules and practice.

9-137
Galagan, Patricia A.
How to get your TQM training on track. Nation's business, 80:24+, October 1992.
Descriptors: *Training / *Quality control.

TRAINING (Cont'd)

9-138
Hubble, Larry and Richard Green.
State training needs assessments. Public manager, 21:33-36, Summer 1991-92.
Descriptors: *Training methods / *Training needs analysis / State government.

9-139
Kaczmarek, Patricia S.
Enhancing image and effectiveness of corporate instructional technology professionals. Performance & instruction, 31:1-4, August 1992.
Descriptors: *Training officers--Responsibilities / *Instructional technology.

9-140
Stephenson, Stanley D.
The role of the instructor in computer-based training. Performance & instruction, 31:23-26, August 1992.
Descriptors: *Computer assisted instruction / *Training methods.

9-141
Stuart, Peggy.
New directions in training individuals. Personnel journal, 71:86-89+, September 1992.
Descriptors: *Training methods.

9-142
Willard, Marsha.
Making self-training systems work: six strategies for successful implementation. Performance & instruction, 31:18-22, August 1992.
Descriptors: *Training methods.

WORK LIFE

9-143
Berns, Pam and Jim Berns.
Good for business: corporations adopt the family. Management review, 81:34-38, September 1992.
Descriptors: *Family (Sociological unit) / *Quality of working life / *Personnel policies--Case studies / *Employee services--Case studies / *Corporate culture.

9-144
Greenberg, Ellen.
Creativity, autonomy, and evaluation of creative work: artistic workers in organizations. Journal of creative behavior, 26:75-80, 2nd Quarter 1992.
Descriptors: *Creative thinking.

9-145
Laabs, Jennifer J.
The greening of HR. Personnel journal, 71:60-62+, August 1992.
Descriptors: *Recycling (Waste, etc.) / *Environmental health / *Working conditions.

9-146
McAlister, James.
Work habits that can derail your career. Supervisory management, 37:6-7, September 1992.
Descriptors: *Work values / *Success in employment / *Methods improvement.

9-147
Talley, W. F.
Values in action. Manage, 44:25-27, September 1992.
Descriptors: *Work values.